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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION

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MEMORANDUM

TO: Delaware Permit to Practice Holders

FROM: Delaware Board of Accountancy

DATE: March 7, 2005

SUBJECT: Renewal of Permit to Practice

Enclosed are your renewal notice and the verification of continuing professional education log for the renewal period of July 1, 2003 through June 30, 2005. Please review the below requirements to ensure the timely and accurate submission of your renewal documents.

Continuing Education Log

You must complete the verification of continuing professional education log and return it to the Board office **on or before April 30, 2005**. If you are scheduled to attend continuing professional education between April 30, 2005 and June 30, 2005, you should submit the log as required **by April 30th** and include on the log the intended continuing professional education.

Renewal Notice

You must complete the renewal notice and return it to the Board office **on or before June 30, 2005**. Your permit to practice will expire if your renewal notice is not received by June 30th and you will be unable to practice. For your information, the Board will be meeting on May 18, 2005 and June 15, 2005. You may want to take these dates into consideration when submitting your renewal information to avoid any problems.

If you lose your renewal notice or log, please go to our website at www.dpr.delaware.gov and print a duplicate one. If you have any questions, please contact the Board office at (302) 744-4511 or email at Gayle.Melvin@state.de.us. If you need to refer to the rules and regulations concerning renewal of your license, you may view them online at www.dpr.delaware.gov.

Enclosures